



Employee Disciplinary Action Form

Employee Information

Name: Jovontae L Coleman

Employee ID: 136

Job title: Patrol Officer

Date of Infraction: April 12, 2024

Discipline Action (circle action used):

Coaching **Negative Counseling** Written Reprimand Suspension Termination

Violation (circle all that apply):

Attendance Safety **Disobedience** Work Quality Other

Explanation of Violation: On 4/12/24, at 11:50 A.M. you sent me a text asking to take off that evening because you'd had drill earlier in the week and you did not want to make up a missed workday. I messaged you that we were at minimum staffing that evening and that your absence would put us below minimum manning; therefore, I could not approve your request. You responded, "I understand your situation but this is not my normal scheduled day, and I will not be there."

Supervisor Statement: I'm proud of the commitment all our guard men and women have with our military. I spoke to you when you first started working here and told you that I would work with you regarding your schedule to make up your missed workdays on drill weeks. I have no problem allowing you to not make up workdays if I have enough time in advance to post shifts that need filled. It is not acceptable for you to contact me four hours before your shift begins and tell me you are not working it and that you want to take off unpaid. Your schedule is set months in advance, and I need at least 48 hours' notice if you decide you are not going to make up a day that was reassigned for drill.

Employee Statement:

Previous Discipline(s) – Dates and Action Taken

Date:

Discipline Action:.

Date:

Discipline Action:

Verification of Review:

By signing this form, you confirm that you have discussed this disciplinary action in detail with your supervisor(s). Signing this form does not necessarily indicate that you agree with this infraction.

Employee Signature Refused to Sign JN

Lieutenant Signature LT J. D. M1640

Asst. Chief Signature Jody Wright

Chief Signature Dan H. H.

Date _____

Date 4/30/24

Date 4/30/24

Date 5/1/24